Application for Special Events Permit

City Clerk's Office contact info:
email: cityclerk@cityofcaldwell.org
P.O. Box 1179, 411 Blaine St.; Caldwell, ID 83605
Phone(208) 455-4656 or 208-455-4773
FAX: 208-455-3003

IF YOU ARE HOLDING A PUBLIC EVENT ON CITY PROPERTY OR IN CITY PARKS, AND EXPECT MORE THAN 250 PEOPLE, OR IF YOUR EVENT REQUIRES ROAD CLOSURES, YOU MUST COMPLETE THIS APPLICATION FOR A SPECIAL EVENTS PERMIT.

Permit applications should be submitted no earlier than 1 (one) year prior to the event and no later than 30 days prior to the event.

_____ **Date received in the Office of Caldwell City Clerk**

☐ **$75.00** **Special Event Permit Application Fee**

☐ **$500.00** **Refundable Cleaning/Damage Deposit (all public plazas/buildings/parks)**

Application fee and refundable deposit must be submitted with the Special Event Permit Application.

A. GENERAL INFORMATION

Event Name: _____

Date(s) of event: _____

Beginning and ending time(s) of event: _____

Location of Event: _____

Set-up date and time: _____ Dismantle date and time: _____

Estimated attendance: _____ Basis on which estimate is made: _____

B. BRIEF DESCRIPTION AND PURPOSE OF EVENT (attach additional page if necessary)

_____

_____

_____

C. APPLICANT AND SPONSORING ORGANIZATION INFORMATION

Sponsoring organization name:_____

Event coordinator name:_____**Title:**_____

Address:_____City:_____State:_____Zip:_____

Phone:_____Fax:_____Email:_____

Alternate contact:_____**Title:**_____

Address:_____City:_____State:_____Zip:_____

Phone:_____Cell #:_____Email:_____

D. EVENT DETAILS: Please check the box next to the item if it WILL be a part of your event. Use the line following the event item to give details for all boxes checked.

☐ Does the event involve the sale or use of alcoholic beverages? _____

- *If yes, will the event sponsor be the only one serving the alcoholic beverages, or will the event be catered by several vendors?*
- *If only the event sponsor will be serving the alcoholic beverages, you will need to contact the City Clerk about an Alcohol Beverage Catering Permit.*
- *If more than one vendor will be providing and serving the alcoholic beverages, you will need to attach to this application a diagram of the event site with the specific locations to be assigned to each vendor for the sale or distribution of alcoholic beverages shown and the site number assigned to each of those locations. Each of the licensed premises that will be assigned a specific location will need to contact the City Clerk about an Alcoholic Beverage Catering Permit for their specified location.*

☐ Does the event involve the sale of food? _____

You will need to coordinate with Southwest District Health regarding food requirements/permits

☐ Will there be entertainment at your event? _____

Dance component/open floor? _____ Live or recorded music? _____

Number of Band(s):_____ Amplification?_____

Amplification Start Time:_____ Amplification End Time: _____

☐ Will an existing occupied or vacant building be used? (*This includes use of the band shelter in Memorial Park.) Please list building name and/or address:*_____

☐ How many temporary structures in the proposed event site? Please provide the following below:

Number of Stages: _____ Size of Stages:_____

Number of Tents/Canopies:_____ Size of Tents/Canopies:_____

☐ Does the event involve the use of fireworks, rockets, or other pyrotechnics?

Explain: _____

A Public Fireworks Display Permit will be required through City of Caldwell Fire Department.

☐ **How many additional portable toilets will you provide for the public attending your event?**

How many standard toilets: _____ How many ADA Accessible: _____

Please note that the public restrooms in City parks open between 7:00 to 9:00 a.m. daily and close at dusk daily. Public restrooms are open to the public and available for use by special events with no charge**. You will be required to provide additional portable toilets for your event; the City Clerk's office will specify the minimum needed for your event.** Additionally, the special event coordinator will be responsible for stocking all public restrooms with bath tissue and paper towels for the duration of the event.

☐ Will you require electrical hookup for the event? _____

☐ Will generators be used? _____

☐ Will you require access to water for the event? Explain: _____

☐ Will signs and/or banners be displayed as part of the event? _____

All street banners require a Street Banner Permit issued through the City Clerk's Office.

☐ Will inflatable parade balloons be used for the event? _____

☐ Will this event be marketed, promoted, or advertised in any manner?

Indicate type of advertising that will be used: _____

☐ Will there be live media coverage during the event: _____

☐ **Will you provide private security/escort services for your event?** Please provide contact info:

Name and address of security service: _____

Phone number of security contact (so we can verify if needed) _____

E. STREET CLOSURE REQUEST

Will any streets, lanes of streets or alleys be closed for the event? Yes____ No____

You must list all street(s) and alleys (or lanes of streets) requiring temporary closure (either full or partial) as a result of this event.

STREET NAME OR ALLEY	DATE OF CLOSING	TIME OF CLOSING	DATE OF REOPENING	TIME OF REOPENING

(if more space is needed for road closures, please attach an additional sheet of paper with road closures needed)

F. ADDITIONAL QUESTIONS:

How will parking be accommodated for this event? (please explain below)

1. Parking for all patrons, vendors, service providers, and event staff must be accounted for.
2. Parking and buildings involved may be examined for ADA compliance.
3. **Use of all parking lots, driveways, and street parking must be identified on your Site Plan.**
4. Use of private property (including driveways) is prohibited unless written permission from the property owner is attached to this application.
5. **All fire lanes and fire hydrants must be kept clear of any parked vehicles and any other obstructions for the entire course of the event, including set-up and take-down time.**
6. How will trash be contained and removed during and after the event? (please explain) _____

_____

_____

PLEASE NOTE THAT ANY CLEAN-UP THAT HAS TO BE PERFORMED BY CITY OF CALDWELL EMPLOYEES TO RETURN THE SITE OF THE SPECIAL EVENT TO ITS NORMAL STATUS WILL BE CHARGED TO THE SPONSOR OF THE SPECIAL EVENT. SAID CHARGES, AS DETERMINED BY THE PUBLIC WORKS DIRECTOR IN CONJUNCTION WITH THE PARKS AND RECREATION DEPARTMENT, WILL BE PAYABLE WITHIN THIRTY (30) DAYS OF INVOICE DATE. UNPAID CHARGES MAY RESULT IN DENIAL OF FUTURE SPECIAL EVENT PERMITS.

G. INDEMNIFICATION: Application shall be accompanied by a certificate of public liability and property-casualty insurance for up to one million dollars ($1,000,000.00) for personal injury and property damage. Applicant shall provide a certificate of insurance at the time of application submittal indicating the City of Caldwell as the certificate holder and the additional insured with respect to the special event. Insurance document can be faxed to: 208-455-3003.

The applicant shall indemnify and hold harmless the City of Caldwell, its agents, its employees and authorized volunteers from and against all claims, damages, losses and expense, including attorney fees, arising out of the permitted activity or the conduct of applicant's operation of the event if such claim (1) is attributable to personal injury, bodily injury, disease or death, or to injury to or destruction of property, including the loss of use there from; and (2) is not caused by any negligent act or omission of willful misconduct of the City of Caldwell or its employees acting within the scope of their employment.

H. SITE PLAN: A Site Plan **must** be attached that identifies the following: (you can print out maps from google.com or mapquest.com for free or you can purchase maps in the plat room at the assessor's office on the 3rd floor of the Canyon County Courthouse located at 1115 Albany)

- ☐ An outline of the entire event venue including the names of streets or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all streets, alleys or lane closures, including starting and stopping point of closures.
- ☐ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- ☐ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, hand washing stations, booths, cooking areas, trash/recycling containers, dumpster/roll-offs, drinking water fountains or water stations in park, waste grease containers, gray water containers and other temporary structures.
- ☐ The location of first aid facilities and ambulances.
- ☐ Space allotted for parking. All parking areas **MUST BE IDENTIFIED ON THE SITE PLAN.**
- ☐ Identification of all event components that meet accessibility standards.
- ☐ A detailed or close-up of the food booths and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbeque grills, and whether food vendors will be located in vans or set up in open air.
- ☐ Generator locations and/or sources of electricity.
- ☐ Exit locations for OUTDOOR events that are fenced and/or locations within tents and tent structures.
- ☐ Firework launch location, including location of extinguishing device(s).

I. If your event is a **Parade or a Fun Run/Walk**, you must submit with this application a map showing the complete event route from start point to end point. Please indicate clearly on the map which streets will be used, which lanes of the streets will be used or if sidewalks will be used.

K. SPECIAL INFORMATION FOR APPLICANTS:

- You will be required to notify property owners affected by the event as a condition of the special events permit. At a minimum this includes written notification to all property owners within three hundred (300) feet of the event site. Written notification must be mailed at least two (2) weeks prior to the event. A copy of the written notification as well as a copy of the list of property owners within 300 feet must be submitted to the Planning and Zoning Department prior to the event. Lists of property owners within 300 feet should be obtained from the Plat Room on the 3rd Floor of the Canyon County Courthouse located at 1115 Albany. **Runs/walks/parades do not need to comply with this requirement.**
- No permanent alterations to the street will be permitted.
- The Applicant shall be responsible for hiring and paying off-duty law enforcement officers, or reimbursing the City for the costs of providing on-duty law enforcement officers, to appropriately police street closures.
- The Applicant shall be responsible for hiring and paying the appropriate agency or firm to provide any required internal security and for hiring and paying necessary emergency medical technicians. Requirements for

internal security shall be identified by the Caldwell Police Department. Firms or agencies providing internal security shall be approved by the Caldwell Police Department prior to issuance of a Special Event Permit.

- The Caldwell Police Department shall determine the number of officers needed to appropriately police street closures and for internal security, the number of emergency medical technicians needed, and the time when such services shall commence and end.

L. AFFIDAVIT OF APPLICANT:

I certify that the information contained in the foregoing application, as well as all submitted attachments and/or maps and site plans, are true and correct to the best of my knowledge and belief and that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Caldwell Ordinance, and I understand that this application is made subject to the rules and regulations established by the City Council and/or the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, Federal Government and any other applicable entity, which may pertain to the use of the Special Event venue and the conduct of the Special Event. In the event that a possessory interest subject to property taxation is created by virtue of this use permit, I agree to pay all possessory interest taxes and the City shall not be liable for the payment of such taxes. I further agree to abide by these rules, and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and thereby agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Special Event to the City of Caldwell.

Further, I hereby agree to replace the premises satisfactorily to the original condition prior to the event at my expense. I shall not hold the City of Caldwell or the State of Idaho responsible for any damages or expenses caused by, or in connection with the use of said property. Cost of returning premises to original condition will be mine and not the City of Caldwell or the State of Idaho.

I have read and do fully understand the requirements and responsibilities set forth by this permit. I agree to comply with all requirements listed upon issuance of my Special Events Permit.

Applicant Name: _____ Title: _____
(Please Print)

Host Organization: _____

Signature: _____ Date: _____

Reminder: The 'submit' button will not work unless you have Acrobat Reader installed on your device. Please contact us if you have issues: 208-455-4773

SUBMIT to City Clerk

Staff Use Only

☐ $75.00 Application Fee	☐ Site Plan/Route	☐ Proof of Insurance
☐ $500.00 Refundable Deposit (HOLD)	☐ Street Closure Permit	Staff Initial: _____